Greek School of Ayia Triada Birmingham Elliniki Kypriaki Estia

Branches: Erdington, Worcester, Tamworth, Cannock, Stourbridge, Stoke on Trent

tel. 01213266538, 07842020089 website: www.greeksat.org.uk

JOB DESCRIPTION – TEACHER SUPPORT ASSISTANT Starting September 2019

The duties and responsibilities of a Teacher Support Assistant shall include the following:

Overall Functions

- To lead and support children in their activities;
- To use sound knowledge and experience of working with primary school children and/or SEN pupils to help in their learning.
- To help children in class who requiring additional, support the work of teacher on all aspects of class life
- Support the work of teacher in preparing work, displaying work of pupils, book marking and progress record keeping

Responsible to:

Headteacher

Main Responsibilities

(A) Support for Pupils

- Act as a support classroom assistant under the direction of the class teacher.
- Supervise the activities of individuals or groups of children within the classroom.
- Under the instruction/guidance of a teacher support pupils with SEN requirements.
- Under the instruction/ quidance of a teacher support pupils with non specific learning difficulties.
- Under the instruction/quidance of a teacher support pupils with behavioural, emotional and social development needs e.g. implementation of behaviour management policies/promotion of school policies relating to pupil behaviour.
- Under the instruction/quidance of a teacher support pupils with communication and interaction difficulties.
- Assist pupils in the use of resources including IT.
- Maintain pupils interests and motivation.
- Support individuals and group work assigned by the teacher in raising core skills.
- Support individual education plans.
- To be aware of pupils problems, achievements, progress and report to the teacher as agreed.
- Supervise and provide particular support for pupils, including those with special needs ensuring their safety and access to learning activities.
- Establish a constructive relationship with pupils and interact with them according to individual needs. Provide feedback to pupils in relation to progress and achievement under the quidance of a teacher.

(B) Support for Teacher

- Provide support for learning activities by making a contribution to supporting a teacher in the planning and evaluation of learning activities and supporting the delivery of learning activities.
- Making a contribution to organizing effective learning environments and maintaining appropriate records.









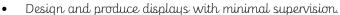
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- Contribute information to pupil records (e.g. assessment information). Liaise with parents as appropriate.
- Monitor pupils' responses to learning activities and record achievement/progress as directed.
- Provide regular feedback to teachers on pupil achievement, progress and problems.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
- Establish constructive relationships with parents/carers.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality data protection and reporting all concerns to the appropriate person.
- Contribute to the overall ethos /work/aims of the team and school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.

Compulsory Skills

- TA Training or Working towards
- Fluency in Greek Language (first language Greek)
- English Language fluency
- DBS (from Greece, Cyprus and the UK) for candidates qualified in Cyprus or Greece and moved in the UK in the past 6 months
- DBS issued by the

Desirable Skills

- Music and Music Instruments (e.g. piano, quitar etc)
- Good knowledge of Information Technology
- Experience with progress record and support provision for children with Additional needs, behavioural or other needs







